



TIME BULLETIN

Comp Balance Check when Recording Adverse Weather Leave

With the changes to the Adverse Weather policy effective 1/1/2015, an employee is not allowed to use Adverse Weather Leave if the employee has available Comp Leave.

A new validation in the ESS Time sheet will prevent an employee from keying Adverse Weather Leave (A/A 9545) if there is an available balance in any of the Comp Leave quotas. The validation will consider current balances and also take into account any Approved Leave keyed prior to the A/A 9545 entry on the timesheet.

Examples

If an employee has Comp Balances to cover the amount of Adverse Weather leave keyed, the following error will generate and the entry should be changed to Approved Leave (A/A 9000).

Record Working Time

1 Edit 2 Review and Save 3 Completed

! Comp balance(s) available for A/A 9000 should be recorded instead of A/A 9545 (Adverse Weather)

! Erroneous records exist. Navigation is not possible

If an employee has Comp Balances to cover a portion of the Adverse Weather leave keyed, the following error will generate and the employee should record Approved Leave (A/A 9000) for the amount of Comp Leave remaining, and record the remainder of the absence as Adverse Weather leave (if management approves).

Record Working Time

1 Edit 2 Review and Save 3 Completed

! Comp balance(s) available for 2.00 hours of A/A 9000 should be recorded instead of A/A 9545 (Adverse Weather)

! Erroneous records exist. Navigation is not possible

If an employee does not have any Comp Balances, the following warning/informational message will generate. This message reminds the employee that his or her manager must approve the use of Adverse Weather leave based on provisions outlined in the Adverse Weather policy.

Record Working Time

1 Edit 2 Review and Save 3 Completed

! Supervisor approval required for Adverse Weather (A/A 9545) for